

**Questions & Answers and Modifications
for RFP No. 0708160958
Merit Peer Review Services
for Breast Cancer Education and Research Applications**

- *26 Questions and Answers Appear Below*
- *A Modified Attachment 3 is Attached Below and is Posted on the Internet in Microsoft Word*

1. What type contract is contemplated as the award (Time & Materials, Fixed Price, Cost Plus)?

This is a consulting contract. Each peer review cycle will be paid on a graduated scale based on the number range of applications received.

2. Does Attachment 12 – NYS Taxation and Finance Contractor Certification Form ST-220-TD need to be submitted before contract award?

Yes, the ST-220-TD must be submitted to the NYS Department of Tax and Finance before contract award. The ST-220-CA must be submitted to DOH before contract award. To expedite contract execution, please submit the ST-220-CA as part of the proposal.

3. In reference to the statement on page 2 of the RFP, “bids containing subcontracts will not be accepted,” can a travel agency be used for making travel arrangements or is that considered a subcontractor?

Yes, an outside agency may be used for individual travel arrangements, although the contractor is responsible for coordination of all travel. Use of an outside agency should be noted in your proposal.

4. How much funding is available for award in 2008 for the Breast Cancer Program?

More than \$1.2 million is expected to be awarded.

5. Should the reviewer honorarium be part of the contractor bid or will the Program directly pay the reviewer honorarium?

Please include costs for honoraria in the bid. See also Question and Answer #21.

6. In the cost proposal (attachment 3), if the time frame varies depending on the number of applications per RFA, can we submit multiple Year One detail pages?

No, please submit only one set of detail pages. Attachment 3 (Bid Proposal by Deliverable and Activity) has been modified and is attached to these Questions and Answers.

7. To comply with New York State Open Government law, will the review committee meetings be required to be open to the public?

No.

8. What are the estimated application due dates for the first year of the contract?

Currently, we anticipate the first due date to be June 2008. Subsequent dates will be dependent upon Board decisions.

9. Please clarify start-end dates in the cost proposal (attachment 3). Do you want the bidder to use a physical date (i.e. 4/16/08) or may durations such as 1 day, 2 days be used?

This should be the number of work days per activity described, not a calendar date. Attachment 3 (Bid Proposal by Deliverable and Activity) has been modified and is attached to these Questions and Answers.

10. Please clarify "any one RFA" on page 3 of the RFP. Do you want a cost proposal (attachment 3) for one typical RFA or a full one-year bid that includes the two expected RFAs?

Please present total bid price for one peer review panel. Attachment 3 (Bid Proposal by Deliverable and Activity) has been modified and is attached to these Questions and Answers.

11. Please identify the incumbent contractor, or the contractor who has most recently performed this work for the Wadsworth Center/HRSB, by full company name and primary place of business.

No contractor has been used for the HRSB in the past. All reviews were completed by Wadsworth Center staff.

12. Will a single contractor be allowed to win both the "Wadsworth Center Breast Cancer Merit Peer Review Services" and the "NYSTEM Stem Cell Merit Peer Review Services" contracts?

Yes; however, two separate contracts will be executed.

13. May the bidder submit alternate pricing suggestions (economies of scale) if they intend to bid on both RFPs?

These are two separate procurement processes with two separate procurement evaluations. The results of one procurement will not impact the evaluation of the other. It is expected that bidders will provide their best pricing in all proposals submitted.

14. May the bidder experience be substantiated by an additional reference letter from other than a health related sponsor?

Only reference letters from health related research and education sponsors will be utilized.

15. May the proposal be submitted electronically?

No – see page 13, Section E.3 of the RFP for submission instructions.

16. Notwithstanding considerations of cost and accessibility, do the geographic locations *per se* for peer review meetings and for performance of other work on the contract have any bearing on the proposal evaluation? If so, please explain.

No.

17. For the purpose of the proposal, is it to be assumed that all interactions between the contractor and the Wadsworth Center/HRSB for administration and performance of this contract can be handled electronically, including the kick-off meeting with HRSB program staff required in accordance with RFP subsection C.4.b. If not, please explain your minimum requirements for face-to-face meetings with the Wadsworth Center/HRSB related to contract and RFA administration and/or performance.

It is anticipated that at least one meeting per year will be conducted in person, either at the contractor's location (if the contractor is located in the Albany, NY area) or at the Wadsworth Center in Albany, NY.

18. Ref RFP, Section C.1, Other than not being from the State of New York, are there any other restrictions on panelists; e.g., cancer survivors, basic scientists, public health officials?

See RFP page 5, Section C.4.b. The contractor will recruit highly competent and experienced scientists, physicians, educators, and breast cancer survivors to serve as Review Committee members.

19. Ref RFP p.5, Section C.4.b, What is the expected proposal review load per panelist?

The Department has not pre-determined that number. It is expected that the bidder will consider this in their work plan and budget.

20. Ref RFP p.5, Section C.4.b, Does the Wadsworth Center/HRSB require a single panel to review all the proposals submitted to an RFA, or can proposals be sorted into disciplinary panels?

Review panel members should be engaged by discipline. This is not to suggest that there may not be some overlap among panelists.

21. Ref RFP p.6, Section C.4.b, Is it permitted by the Wadsworth Center/HRSB for the peer review contractor to offer an honorarium to peer review panelists for services rendered and to include such expenses in its requests for payment under the contract?

Yes, this is expected. See also, Question and Answer # 5.

22. Ref RFP p. 8, Section D.1.a: Are there any additional instructions for the Letters of Reference other than the instructions provided in the RFP? Specifically, are Letters of Reference required from the organizations named or will the name of the sponsoring agency, a contact name and professional title, address and telephone number and a brief description of scope of services provided by the proposer be sufficient? If Letters of Reference from the organizations named are required, what content are you expecting in these letters?

Letters of Reference should be forwarded from organizations named. The Letters of Reference should include the name of the sponsoring agency, a contact name and professional title, address and telephone number. The Letters of Reference should also provide a brief description of the scope of the services provided, deadlines, reports produced, etc.

23. Ref. RFP pp.19 & 20: Are there no Appendices F & G?

No, there are no Appendices F & G.

24. Ref. RFP Attachments 1 & 2: Does “Federal Employer’s Identification Number” apply to a private company submitting a bid? If so, please be more specific regarding what number is being requested.

Yes; a Federal Employer Identification Number is also known as a Federal Tax Identification Number, and is used to identify a business entity. Only entities that have a FEIN should apply. You may apply for a FEIN at <http://www.irs.gov>

25. Ref. Attachment 3, should we assume that you mean 5-40, 41-70, and 71-100 proposals (not RFAs) in the columns? If this assumption is incorrect, please explain.

This should read applications, not RFAs. Attachment 3 (Bid Proposal by Deliverable and Activity) has been modified and is attached to these Questions and Answers.

26. Ref RFP Attachment 4: Does “Bidder Fed ID No.” apply to a private company submitting a bid? If so, please be more specific what number is being requested.

Yes; a Federal Employer Identification Number is also known as a Federal Tax Identification Number, and is used to identify a business entity. Only entities that have a FEIN should apply. You may apply for a FEIN at <http://www.irs.gov>

ATTACHMENT 3

Bidder's Organization Name _____

BID PROPOSAL BY DELIVERABLE AND ACTIVITY (YEAR ONE DETAIL)

Present total bid price for each deliverable and sub-activity for contract year 1 only.

Deliverable Products	First Year Completion Timeframe (# of work days per activity)			First Year Total Cost to review 5-40 Applications	First Year Total Cost to review 41-70 Applications	First Year Total Cost to review 71-100 Applications
1) Receive applications and screen for compliance.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						
2) Perform scientific and merit peer review of research applications. Implement and follow procedures that provide for an established and systematic process of reviewing applications to ensure quality research.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						

Deliverable Products	First Year Completion Timeframe (# of work days per activity)			First Year Total Cost to review 5-40 Applications	First Year Total Cost to review 41-70 Applications	First Year Total Cost to review 71-100 Applications
3) Provide support services such as conference management and travel logistics.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						
4) Provide post-meeting reports, semi-annual progress reports and a final written report.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						
First Year TOTAL						

YEARS 1-5 BID PROPOSAL BY DELIVERABLE (SUMMARY)

Deliverable Products	Year 1			Year 2			Year 3		
	5-40 Applications	41-70 Applications	71-100 Applications	5-40 Applications	41-70 Applications	71-100 Applications	5-40 Applications	41-70 Applications	71-100 Applications
1) Receive applications and screen for compliance.									
2) Perform scientific and merit peer review of research applications. Implement and follow procedures that provide for an established and systematic process of reviewing applications to ensure quality research.									
3) Provide support services such as conference management and travel logistics.									
4) Provide post-meeting reports, semi-annual progress reports and a final written report.									
TOTAL									

Deliverable Products	Year 4			Year 5			Year 1-5 Totals		
	5-40 Applications	41-70 Applications	71-100 Applications	5-40 Applications	41-70 Applications	71-100 Applications	5-40 Applications	41-70 Applications	71-100 Applications
1) Receive applications and screen for compliance.									
2) Perform scientific and merit peer review of research applications. Implement and follow procedures that provide for an established and systematic process of reviewing applications to ensure quality research.									
3) Provide support services such as conference management and travel logistics.									
4) Provide post-meeting reports, semi-annual progress reports and a final written report.									
TOTAL									

Authorized Signature _____ Date _____

GRAND TOTAL	
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